



## ANNOUNCEMENT OF OPEN POSITION

**Title of the position:** Director of Museum & Archives

**Location:** Delaware & Lehigh National Heritage Corridor Headquarters/  
National Canal Museum  
2750 Hugh Moore Park Rd, Easton, PA 18042

**Reports to:** Executive Director

**Type/Term of employment:** Full-time, Exempt, 40-hour week  
*(semi-flexible work schedule, requires evening and weekend programming)*

**Compensation:** \$58,000 - \$62,000 annual salary plus benefits

**Expected Start Date:** August 2024

**HOW TO APPLY:** Applications are accepted and reviewed on a rolling basis until the position is filled. Apply at [delawareandlehigh.org/about/team/](http://delawareandlehigh.org/about/team/) under Employment Opportunities.

Delaware & Lehigh National Heritage Corridor (DLNHC) helps residents of the Corridor connect with our area’s rich industrial heritage and stunning natural environment. Our work empowers residents of Bucks, Northampton, Lehigh, Carbon and Luzerne counties not just to *live* in their communities, but to invest in them and become stewards of their natural and historic resources. Through education, conservation, historic preservation, and economic development, we enrich our community now and preserve the environment and heritage for future generations of residents and visitors.

We seek to build a DLNHC team that represents the rich cultural, linguistic, and experiential diversity of our communities. We are passionate about creating and sustaining an inclusive and equitable environment for all our staff to work and learn. We believe each team member enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

### Summary:

Delaware & Lehigh National Heritage Corridor (DLNHC) is seeking a hard-working, self-starter that has a proven ability to develop a team of high-performing professionals, manage program budgets, and implement long-range plans.

The **Director of Museum & Archives** is responsible for managing the daily operations of the 6,800 square foot National Canal Museum (located within the Emrick Technology Center), the Josiah White II mule-drawn canal boat, and other related services (historical archives, exhibit galleries, gift shop) under the general guidance of the Board of Directors’ Museum, Collections & Education Committee and the Executive Director. The Director of Museum & Archives ensures that museum operations conform to professional museum standards with particular attention to American Alliance of

Museums (AAM) and Smithsonian Affiliate requirements. The Director also is responsible for overseeing the programs offered at the National Canal Museum that inform and excite all generations about the heritage of our region and its connection to economic development, health and wellness, and the environment. He/She/They supervises curatorial, education and museum operations staff and is expected to raise funds for museum and archives, monitoring all programs for financial stability.

**Position responsibilities:**

**Department Management**

- Plan, implement, and direct the daily operations of the National Canal Museum, the Josiah White II mule-drawn canal boat, related historic structures and landscapes, and all related facilities (historical archives and collections, exhibit galleries, storage locations, and gift shop)
- Coordinate program and collections planning to meet and enhance the mission and strategic goals of the National Canal Museum and the overall organization
- Implement approved strategic and action plans and program innovations as delegated by the Executive Director and Board of Directors
- Ensure that all related organizational policies and procedures are carried out and ensure compliance with professional museum standards at all levels of operations
- Promote and implement practices that comply with AAM and Smithsonian Affiliate standards
- Supervise and have direct responsibility over the record keeping and correspondence including collections management, registration and museum documentation
- Review and analyze Department data, key performance indicators, visitor evaluations, and reviews for improvement opportunities and reporting to Executive Director and Board or Directors
- Oversee readiness of facilities for all internal and external operations including daily operations, group tours, special events, special programs, education programs – in accordance with professional museum standards
- Contribute to facilities, equipment and physical plant management as related to museum and canal boat operations, relay maintenance and capital improvement needs to the Facilities Manager, and when related to the museum or boat, attend DLNHC Board Facilities Committee meetings
- Within the allocated budgets, pursue continuing education in the form of meetings, training, and coursework that is relevant to the continued success of the Corridor, Museum and its facilities
- Promote practices that encourage and facilitate open communication, cooperation, satisfaction and teamwork among staff, volunteers and Board members
- Assign staff and volunteer responsibilities; supervise and evaluate department staff and volunteer performance
- Keep volunteer database current, track volunteer hours within Department, and assist with planning annual volunteer recognition events
- Expand and support volunteer and docent involvement
- Support and cooperate closely with the Board of Directors through the Executive Director and work with committees established by the Board and volunteer workers
- Serve as staff liaison to DLNHC Board Museum Collections & Education Committee and work closely with the Committee Chair to ensure he/she is regularly informed of the status of all aspects of the Museum and Boat's operations
- Periodically review the policies and operations procedures of the Museum and Boat; advise and report upon the status of operation; and make recommendations to the Executive Director and Board
- Attend and participate in staff meetings, leadership team meetings, staff outings and staff retreat(s)
- Other duties as assigned

**Financial Management**

- Develop a yearly budget proposal for all administration and programs under the purview of the Museum & Education Department and properly manage the approved Budget

- Work with the Executive Director, DLNHC Museum, Collections & Education Board Committee, or other assigned committee in the preparation, approval, and execution of the department budget
- Confering with the Finance Manager, properly maintain all financial records associated with department operations and grants and make records available to the Board
- Inform the Executive Director when income or expenses significantly deviate from projections in the approved budget
- In all financial matters, the Museum Director shall act in accordance with Museum and non-profit corporation policies, procedures, and state law

### **Program Management**

- Provide creative leadership in the development and application of mission-based programming and exhibits, including actively developing and expanding a diverse mix of industrial history, the regional environment, recreation, cultural, and educational programming provided at the National Canal Museum and throughout the five-county Corridor to meet education and public engagement goals.
- Supervise related special events including gallery talks, receptions, interpretive events, fundraising and other activities in the Museum and on the canal boat
- Receive, document, coordinate, supervise all incoming/outgoing loans, art and historical exhibits and programs
- Direct and oversee the selection and update of permanent and temporary exhibits, interpretive programs and events, and offsite traveling or outreach programs, displays, or exhibits
- Work cooperatively with staff, governing boards, and public stakeholders to advance museum and education programs of the Delaware & Lehigh National Heritage Corridor

### **Collections Management**

- Direct and oversee the historical archives, historic collections, and art collections, the Josiah White II mule-drawn canal boat and related historic structures and landscapes and all related storage facilities
- Ensure the proper storage, care, maintenance, and preservation of all historic archives, historic collections, art collections, the Josiah White II mule-drawn canal boat and related historic structures and landscapes
- Ensure that all collections documentation is maintained to professional museum standards and the requirements of AAM and Smithsonian affiliation
- Coordinate new acquisitions and the de-accessioning of items from the collections, following the recommendations of the Museum, Collections & Education Committee and approved policy and professional museum standards

### **Community relationships, development and public relations**

- Serve as a public ambassador for DLNHC and the Museum to further the education mission, increase community awareness, increase membership and attract visitors
- Give public presentations related to collection, education, and interpretive missions of the National Canal Museum, the Josiah White II and the broader DLNHC organization, including participation in festivals, conferences, and workshops for community outreach
- Coordinate with communications staff for museum and boat related media releases, public relations, website, social media, and calendar updates
- Establish, develop and maintain positive collaborative relationships with community stakeholders, members, current and potential donors, businesses, agencies, and other organizations
- Identify and prepare related grant proposals for education, collections, museum and exhibit projects in collaboration with the fundraising team

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**Consults/Works Closely with:**

- Executive Director
- Leadership Team members: Senior Director of Operations & Finance, Facilities Manager, Director of Trails & Conservation
- Communications Coordinator

**Supervises:**

- Education Manager
- Collections Manager
- Museum Operations Manager
- Historian

**Qualifications:**

- Four (4) years of relatable work experience or any equivalent combination of education and experience which provides the knowledge and abilities necessary to be successful in the position
- Two (2) years of related management experience in all phases of museum, education and archive management including experience with federal, state, and locally funded projects, preferred
- Master's Degree or commensurate experience in Museum Studies, History, Museum Management or related field preferred
- Fluency in a 2nd language is preferred
- Ability to build strong relationships with diverse stakeholders, including donors, partner organizations, corporate groups, and community members
- Expertise to analyze, develop, implement and revise organizational plans and operating procedures and methods
- Proven skill to develop benchmarks to measure progress towards achieving program goals and objectives
- Demonstrated preparation, analytical, and multi-tasking skills, attention to detail and ability to prioritize workload to meet deadlines
- Strong interpersonal, organizational, and leadership skills with the ability to work both independently and work collaboratively within a team
- Flexibility, interest in acquiring new skills, professional manner, cultural sensitivity, and a friendly, problem-solving personality
- Proficient in desktop computing, including Microsoft Office Suite and PastPerfect [Museum Collection Software](#)
- Knowledge of Acrobat, online meeting options and/or web design software a must
- Excellent spoken and written communication skills, including spelling, punctuation and grammar; excellent attention to detail
- A track record of integrity, honesty, reliability and performance
- Ability to meet the attendance requirements of the position, which calls for a flexible work schedule, including evenings and weekends for programming (anticipate 2-3 weekend days per month during high season April – November)
- A valid driver's license in good standing and willingness to drive throughout the Corridor (Luzerne, Carbon, Lehigh, Northampton and Bucks counties) for work
- CPR, AED, and First Aid certifications required (can be acquired after offer of hire)
- A desire to join a supportive, dedicated, high-output, fun-loving team of professionals All employees are required to act respectfully toward individual co-workers and toward the DLNHC's overall organizational structure following DLNHC Community Values

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. Walking is required in field conditions with uneven terrain to perform site visits, acquire information, and perform inspections or to attend meetings. The employee is required to use hands to handle or feel objects. The employee is also required to kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception. The employee must be able to drive to various locations during the day or night and attend meetings that may last several hours. The position may require overnight on-call duty and the ability to work during non-standard hours when the need arises.

**Scheduling Requirements:** This is a full-time position during standard days and hours of work. However, the position requires the ability to work some weekends and evenings (especially April to November) to attend programs and support DLNHC activities and events when the need arises. Anticipate 2-3 weekend days per month during the high season of April to November and flex time during the weekdays to compensate.

**Benefits:** Full-time employment benefits include paid holidays, paid vacations, paid sick leave, Social Security, Unemployment Compensation Insurance, Workers' Compensation Insurance, funeral (bereavement) leave, various types of leave of absences, health and disability insurance, participation in the DLNHC 403(b) retirement plan, paid nature time, employment term DLNHC membership benefits, branded clothing, and opportunity to use DLNHC outdoor recreation supplies.

**Work Environment:** The work environment described here is representative of that encountered by the employee while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Job duties require working in a cubicle in an office environment, field work, local travel, off-site meetings, at times in high heat/humidity, cold, and/or precipitation. The noise level in the office environment is usually moderate due to open office layout with a high level of activity on phone, computers, and printers.

**Background:** The Delaware & Lehigh National Heritage Corridor (DLNHC) preserves the historic pathway that carried anthracite coal and iron from Wilkes-Barre to Bristol, PA. The organization was established by Congress in 1988 to celebrate our nationally significant story centered on the transport of anthracite coal from the mines of Luzerne and Carbon County to the markets in the Lehigh Valley and Philadelphia (via Bucks County). The D&L Trail is a multi-use trail spanning over 165 miles from the mountains of northeast Pennsylvania, along rivers and through the Lehigh Valley and Bucks County. In 2017, DLNHC merged with the National Canal Museum to incorporate the archives, museum, canal boat and educational programs into preservation and education efforts. Today, we are an American Alliance of Museums (AAM) accredited Smithsonian Affiliate and an organization with the ability to connect people to unique experiences in nature and the environment, community and economic impact, health and recreation, history, preservation, and education.

*Delaware & Lehigh National Heritage Corridor, Inc. (DLNHC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the DLNHC organization complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*